

Subdivision Plan Checklist

A Guide for submitting Subdivisions within the City of Falls Church.

The following items are necessary to be submitted for all subdivisions with the City of Falls Church. A total of ten (10) plats are required to be submitted for initial processing. Applications that do not contain each of the following items will not be accepted for processing. If you have any questions regarding the items listed below, please call the Planning Division at (703) 248-5040 for further guidance.

1. Total acreage and acreage of all subdivided lots.
2. Existing zoning of the property.
3. Location, size species and condition of all existing trees on site measuring 2 inches or more in diameter and 4.5 feet above grade.*
4. Proposed subdivision name, owner, subdivider and name of engineer or surveyor preparing plat
5. North Arrow (true or magnetic)
6. Scale equal to 1" equals 50' or greater
7. Graphic scale, date of drawing on original, date of all revisions, and sheet numbering are required.
8. Vicinity Map with scale of 1" equals 5,280' or greater including roads and their names and numbers, subdivisions and other landmarks.
9. Boundary survey or existing survey of record with closure error of less than 10,000'
10. Owner and property lines within the tract and of adjoining properties. Owner names of all adjoining properties. Distances of all property lines of the entire application site.
11. Names, numbers, width and center lines of all existing/proposed streets
12. Location of all building setback lines
13. Names, width and deed book location of all easements on the property.
14. Location of existing water and sewer utilities, and disposal of each.

15. Existing topography, at intervals of two feet or less.
16. Location and names of all streams and watercourses. National Flood Zone designation of the property.
17. Ground elevation at all street intersections and points of major grade change along center lines of streets, when required.
18. Survey of existing features on and around the site.
19. Bland 3" x 5" space reserved for approval stamp.
20. Surveyor's certificate, detailing the title source of the owner, and place of record. The certificate must be signed.
21. Owner's dedication- statement of free consent, signed and notarized.
22. Identify and show boundaries in dashed lines of tracts consisting of land from more than one "source of title", when applicable.
23. Names of all proposed streets within the subdivision.
24. Other information as required by the Planning Commission.

* A separate tree survey shall be submitted with all proposed subdivisions. The tree survey may be attached as a separate sheet to the proposed subdivision, or submitted separately. The tree survey shall include all historic and specimen tree locations. A chart shall also be provided showing common name, botanical name, size, condition, and life expectancy of each tree on site. All trees on site must be identified by an arborist certified by the International Society of Arboriculture (ISA). A minimum of four (4) copies of the tree survey must be submitted.